

STATE OF CALIFORNIA

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PERSONNEL/PAYROLL SERVICES DIVISION
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Date: October 25, 2000

PAYROLL LETTER # 00-021

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: DIRECT MAILING OF 2000 FORM W-2 WAGE AND TAX STATEMENT TO EMPLOYEES

This letter provides information regarding the 2000 Form W-2 and distribution details.

All Forms W-2 will be mailed by the State Controller's Office to the employee's mailing address. In prior years, agencies/campuses had the option of distributing the Forms themselves. The number of agencies/campuses electing to do so has steadily declined. Last year only one percent of the agencies distributed their Forms. Because of the extra workload required to separate Forms for agency/campus distribution, this option is no longer feasible. All Forms will be mailed.

A service fee of \$.45 for each Form W-2 mailed will be assessed which offsets postage/handling costs. This fee has increased only slightly since 1994 when the first Forms were mailed. During April 2001, every agency/campus will be billed.

The 2000 Form W-2 has been redesigned as a single page pressure sealed mailer. The print image will be clearer and more legible as the Form will no longer contain multiple pages.

The redesigned Form will contain the following:

- Copy B - To be Filed with Employee's Federal Tax Return
- Copy C - For Employee's Records
- Copy for Employee's State, City, or Local Income Tax Return - To be Filed with Employee's State Tax Return
- Copy for Employee's State, City, or Local Income Tax Return - To be Filed with Local Income Tax Return (if applicable)

The outside of the mailer will contain the State Controller's Office return address, the employee's agency/unit codes, name and mailing address. Before the Forms are mailed, the addresses will be compared against the most recent address information provided by the United States Postal Service. If there are any discrepancies, the Postal Service information will be used. Agencies/campuses will be provided with a copy of the mailer with the updated address

information. Employees should be contacted so the Employment History Database can be updated accordingly.

During the month of November, a global message on the Statement of Earnings and Deductions will remind employees to verify that their mailing address is correct.

A Payroll Letter will be issued in early January informing agencies/campuses when Forms are printed/mailed and providing information regarding address listings.

If you have any questions/concerns regarding this information, please contact Diana Hutcheson at (916) 322-8125/CALNET 492-8125 or via e-mail (dhutcheson@sco.ca.gov).

RZ:DH:SACS